

**CITY OF BELMONT**  
**FINANCE COMMISSION MINUTES**  
**Regular Meeting – February 6, 2014**

Commissioners Present: Ashby, Callagy, McCune, Montgomery, Tran

Commissioners Absent: Patel, Sharma

Staff Present: Finance Director Fil, Deputy Finance Director Lazzari,  
Management Analyst Voelker, and Treasurer Violet

Others Present: Perry Kennan, member of the public;  
Steve Hayes, member of the public

Chair Ashby called the meeting to order at 7:03 p.m.

Chair Ashby called for public comments, and Mr. Kennan addressed the Commission. He spoke on his concern that the agenda did not include any discussion regarding the upcoming Infrastructure Ad-Hoc Committee meeting appointed by the Council to address the City's capital deferred maintenance. He recommended that Finance Commissioners submit their input to their Commission representatives on the Ad-Hoc Committee. Director Fil responded that this topic will be addressed on Item 8 of the agenda, but cautioned the Commission on any communication outside of the meeting that may violate the Brown Act.

The Commission moved on to the Consent Calendar. Moved by Commissioner Montgomery, seconded by Commissioner Callagy, the consent calendar, consisting of the October 10<sup>th</sup> Special Meeting minutes, was unanimously approved.

Deputy Director Lazzari provided a brief update on the Mid-Year Review, noting that a more comprehensive presentation will be given at the February 25<sup>th</sup> City Council meeting.

Deputy Director Lazzari moved on to review the FY15 Budget Calendar adopted by Council at their January 28<sup>th</sup> meeting. Staff is now working on the Mid-Year Review and will begin meeting with departments on their individual budgets following Council's Priority Planning Workshop, likely to take place in March or April. She noted that the Budget document distribution is calendared for May 15<sup>th</sup>, and the Finance Commission will meet for a Special Meeting in late May to receive a report from their Budget Sub-Committee.

Director Fil responded to Commissioner Callagy's request for more information regarding the City Council Priority/Strategic Planning Workshop. Discussion ensued. Director Fil recommended that

the Finance Commission attend this workshop, as many of the decisions made there will affect how the City financially plans for the upcoming year.

In response to a question by Commissioner Tran, Director Fil gave a brief overview of the Budget process and noted that the City's Budget is typically adopted at the first Council meeting in June.

Chair Ashby moved on to the next agenda item – Status Update on the Budget Sub-Committee's Recommendations. He referred to the status update attachment provided by staff in advance of the meeting. Director Fil then provided a status report on each of the recommendations which were issued by the Sub-Committee at the beginning of this fiscal year. He detailed that most of the recommendations are currently being implemented. Discussion developed around the use of reserves for one-time purposes in response to a question by Commissioner Callagy.

With regards to the recommendations on increasing the Transient Occupancy Tax (TOT) and pursuing other sources of revenue, Director Fil stated that the recently formed Infrastructure Ad-Hoc Committee will be considering these recommendations as part of their work. He then gave a general update on the status of the former Redevelopment Agency's pending litigation with the Department of Finance (DOF) regarding the \$1.3 million they are demanding from the City following the wind-down of the Agency. The City is currently working with the State Attorney General's Office on the matter.

The Commission moved on to Item 9 – Annual Finance Commission Reorganization. Chair Montgomery nominated Commissioner Ashby to serve as Chair. On a motion by Chair Montgomery, seconded by Commissioner Callagy, by unanimous voice vote, Commissioner Ashby was reappointed as Chair of the Finance Commission.

Chair Ashby then nominated Commissioner Callagy to serve as Vice-Chair. On a motion by Chair Ashby, seconded by Commissioner Montgomery, by unanimous voice vote, Commissioner Callagy was reappointed as Vice-Chair of the Finance Commission.

Chair Ashby moved on to the next item and called for Commissioners to give a brief update on their individual special assignments. Chair Ashby provided a status update on the Successor Agency Oversight Board, as well as the recently formed Infrastructure Ad-Hoc Committee, on which he will be serving. The Ad-Hoc Committee's kickoff meeting is scheduled for February 14<sup>th</sup>. Discussion developed around the City's capital deferred maintenance needs and the lack of funding available to sufficiently meet those needs.

Chair Montgomery reported on her special project (Recreation Fee Support), noting that this project is moving in the right direction and discussions have been productive. She added that she attended the February Parks & Recreation Commission meeting, and discussion took place regarding the general fund support of the Recreation Fund. Lastly, she mentioned that she is working with Parks & Recreation (P&R) Director Gervais on ideas for the data mining work that is necessary in order to move this special project forward.

In response to a question by Chair Ashby, Director Fil gave a brief update on the Crystal Springs Upland School (CSUS) acquisition of property on Davis Drive. He noted that it is a multi-step process, as the property must be re-zoned.

In response to a call for any other items for discussion, Commissioner Montgomery proposed that the City provide the Finance Commission with nameplates as the other Commissions (Planning Commission, Parks & Recreation Commission) do. Director Fil responded that staff would address this request as soon as the City Council makes their determination on Commissioner appointments.

Staff noted that the next meeting of the Finance Commission would be on April 3<sup>rd</sup>.

On a motion by Commissioner Montgomery, seconded by Commissioner Callagy, the meeting was unanimously adjourned at 8:05 p.m.

Sincerely,  
Thomas Fil  
Finance Director